Building a Solid Foundation

Foundation Skills
(Skills & Qualities that underlie Competencies)

Workplace Competencies
(Skills Necessary for Workplace Success)

Basic Skills
- Reading
- Writing
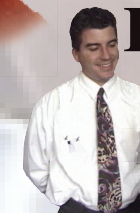- Arithmetic/Mathematics
- Speaking/Listening

Resources
- Manage Time, Money, Materials, Space, & Staff

Interpersonal Skills
- Team Work
- Teach Others
- Serve Customers
- Work With Diversity
- Negotiate
- Lead

Thinking Skills
- Ability to learn, reason, & think creatively
- Make Decisions
- Solve Problems

Technology
- Select Equipment & Tools
- Apply Technology to Specific Tasks
- Maintain & Troubleshoot Equipment

Systems
- Understand Social, Organization & Technological Systems
- Monitor & Correct Performance
- Design or Improve Systems

Personal Qualities
- Individual Responsibility
- Self-Esteem/Self-Management
- Sociability
- Integrity/Honesty

Information
- Acquire & Evaluate Data
- Organize & Maintain Files
- Interpret & Communicate
- Use Computers

SCANS
Secretary's Commission on Achieving Necessary Skills